



Y4Y Professional Development Checklist

Use this checklist to plan and document your Y4Y professional learning journey. It provides an overview of the content available on Y4Y, including descriptions, who should take it, and certificates provided. Content is organized by four areas: Program Quality and Management, Learning Approaches, Equity and Inclusion, and Learning Environment.

Contents

Program Quality and Management.....	3
<input type="checkbox"/> Continuous Education	3
<input type="checkbox"/> Managing Your 21 st CCLC Program.....	3
<input type="checkbox"/> Human Resources	3
<input type="checkbox"/> Family Engagement.....	3
<input type="checkbox"/> Strategic Partnerships.....	4
<input type="checkbox"/> Summer Learning	4
<input type="checkbox"/> Recruiting and Retaining High School Students (Microlearning).....	4
<input type="checkbox"/> Health and Wellness: Partnering With the School Day (Microlearning)	4
<input type="checkbox"/> Developing and Implementing a Safety Plan (Microlearning).....	4
<input type="checkbox"/> Building a Positive Organizational Culture and Climate (Microlearning)	5
<input type="checkbox"/> Implementing Your Program With Fidelity (Microlearning)	5
<input type="checkbox"/> Creating an Intentionally Designed Program (Microlearning).....	5
<input type="checkbox"/> Developing a Needs Assessment (Microlearning)	5
<input type="checkbox"/> Citizen Science.....	6
<input type="checkbox"/> Civic Learning and Engagement	6
<input type="checkbox"/> Project-Based Learning	6
<input type="checkbox"/> Financial Literacy	6
<input type="checkbox"/> Literacy	6
<input type="checkbox"/> STEAM	7
<input type="checkbox"/> Career Pathways for Students.....	7
<input type="checkbox"/> Building Financial Literacy (Microlearning)	7
<input type="checkbox"/> Academic Supports for Homework and Tutoring (Microlearning)	7
Equity and Inclusion.....	8
<input type="checkbox"/> Including Students With Disabilities.....	8
<input type="checkbox"/> Supporting English Learners	8



Y4Y Professional Development Checklist

- ☐ Trauma-Informed Care (Microlearning)..... 8
- Learning Environment..... 9
 - ☐ Creating a Positive Learning Environment..... 9
 - ☐ Social and Emotional Learning..... 9
 - ☐ Student Voice and Choice..... 9





Y4Y Professional Development Checklist

Program Quality and Management

☐ Continuous Education

Learning during out-of-school time can boost academic engagement and achievement during the school day. Learn key concepts such as building a shared vision for learning, coordinating curriculum and supporting partnerships with school-day staff.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Managing Your 21st CCLC Program

This course describes the importance of having a program management plan in place. Explore the history of project management and see how project management practices can support 21st CCLC program success. Learn about the critical tasks involved in effective project/program management and how to initiate, plan, execute, monitor and control, and close your 21st CCLC program.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Human Resources

Learn the human resources elements of recruitment, hiring, onboarding and training staff. This treasure hunt for the right staff provides strategies to develop and manage a human resources plan that addresses typical challenges such as recruiting and retaining quality staff, and balancing educational and business administration responsibilities.

Average time to complete: 5-7 hours

Who should take it: Program Directors, Site Coordinators

Certificates provided: Advanced, Leadership

Notes: _____

☐ Family Engagement

Constructive relationships between 21st CCLC programs and families contribute to better results for students. Learn to forge strong links to students' families, to involve them in 21st CCLC, and to support them in overcoming challenges.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____



Y4Y Professional Development Checklist

☐ Strategic Partnerships

Partnerships are key to ensuring long-term success and sustainability. This course provides the key strategies needed to ensure mutually beneficial partnerships to support your program.

Average time to complete: 5-7 hours

Who should take it: Program Directors, Site Coordinators

Certificates provided: Advanced, Leadership

Notes: _____

☐ Summer Learning

Understand how to implement a high-quality 21st CCLC summer learning program to curb summer learning loss. Walk through an overview and history of summer learning, planning for an impactful experience, and the continuous improvement process. The Implementation Strategies section shows step-by-step how to effectively design your summer learning program to fit your students' needs.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Recruiting and Retaining High School Students (Microlearning)

Teenagers crave independence and the power to make their own choices — characteristics that make high school students hard to recruit to out-of-school time programs. This Click & Go can help program directors, site coordinators and other afterschool leaders develop a recruitment and retention plan that resonates with older teens.

Average time to complete: 1 hour

Who should take it: Site Coordinators

Certificates provided: N/A

Notes: _____

☐ Health and Wellness: Partnering With the School Day (Microlearning)

"Health and wellness" is a crucial but often under-addressed aspect of school-day and afterschool programs. This Click & Go can help you develop skills for integrating health and wellness into programming through partnerships with the school day.

Average time to complete: 1 hour

Who should take it: Site Coordinators, Frontline Staff

Certificates provided: N/A

Notes: _____

☐ Developing and Implementing a Safety Plan (Microlearning)

Help program staff be clear on emergency roles and expectations, and prepare students and families to implement safety procedures. This Click & Go will help program leaders implement existing organizational safety plans through protocols, practices and trainings.

Average time to complete: 1 hour



Y4Y Professional Development Checklist

Who should take it: Site Coordinators, Frontline Staff

Certificates provided: N/A

Notes: _____

☐ **Building a Positive Organizational Culture and Climate (Microlearning)**

Does your program struggle to find or keep staff? Do you find it challenging to help staff understand and align with organizational beliefs about how students learn or how staff interact with one another? This Click & Go will help you manage the important work of defining and documenting organizational values and the behaviors that demonstrate those values.

Average time to complete: 1 hour

Who should take it: Project Directors, Site Coordinators

Certificates provided: N/A

Notes: _____

☐ **Implementing Your Program With Fidelity (Microlearning)**

Want to ensure that your intentional program planning has the intended impacts, and is delivered with the highest standards and with fidelity? Use this Click & Go to discover strategies you can employ to get the outcomes you want.

Average time to complete: 1 hour

Who should take it: Project Directors, Site Coordinators

Certificates provided: N/A

Notes: _____

☐ **Creating an Intentionally Designed Program (Microlearning)**

Meet academic needs by using activities that students find relevant, exciting and fun to add impact and solidify learning. This Click & Go explores how to combine student needs, student voice and program requirements into activities that support equity, engage students and enrich learning, and relate to program goals.

Average time to complete: 1 hour

Who should take it: Project Directors, Site Coordinators

Certificates provided: N/A

Notes: _____

☐ **Developing a Needs Assessment (Microlearning)**

21st CCLC leaders need to plan for success. If you don't know why you provide specific activities, then it is likely there will be no measures to show whether the activities had impact. This Click & Go advises on data collection for planning activities and data analysis for writing solid needs assessment statements to guide your work.

Average time to complete: 1 hour

Who should take it: Project Directors, Site Coordinators

Certificates provided: N/A

Notes: _____



Y4Y Professional Development Checklist

Learning Approaches

☐ Citizen Science

Citizen science activities can give students opportunities to collaborate with professional scientists on real-world problems by gathering and analyzing data through hands-on research. Learn how citizen science fits with out-of-school time learning, how to select citizen science activities, and how to implement a citizen science project.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Civic Learning and Engagement

Find strategies to deliver effective civics education, including how to set the foundation for civic learning and engagement activities and best practices for student engagement. Get tips, tools and examples to prepare your program for success.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Project-Based Learning

This student-directed learning strategy emphasizes active learning and allows students to explore topics that interest them. Learn how to facilitate projects, see students collaborate to take charge of learning, and help young people make a difference in their world.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Financial Literacy

Get knowledge and skills to help students and their family members master financial concepts so they can build financial literacy and make sound financial decisions. Learn about the many community partners and online resources available to help you deliver activities.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Literacy

Literacy is at the heart of building essential skills to prepare students to be successful in college, careers and life. Explore a wide range of strategies for developing and reinforcing literacy skills in your 21st CCLC program.



Y4Y Professional Development Checklist

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ **STEAM**

Expand the traditional view of science, technology, engineering and math by incorporating the arts for a more comprehensive education. Your 21st CCLC program is a perfect setting for experiential, interdisciplinary, inquiry-based projects where creativity and collaboration mimic real-world careers that range from fashion design to space exploration.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ **Career Pathways for Students**

Your program can help students succeed as they transition into college, workforce, trades or the military. Learn ways to provide awareness, exploration and preparation activities that help students of all ages prepare for postsecondary learning and life.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ **Building Financial Literacy (Microlearning)**

Do your students and their family members have the financial knowledge, skills and resources needed to make sound financial decisions? This Click & Go describes important concept areas to help students achieve financial competency.

Average time to complete: 1 hour

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: N/A

Notes: _____

☐ **Academic Supports for Homework and Tutoring (Microlearning)**

This Click & Go can help program directors, site coordinators and other program leaders establish quality, student-centered, out-of-school time homework help and tutoring sessions in face-to-face and socially distanced learning environments.

Average time to complete: 1 hour

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: N/A

Notes: _____



Y4Y Professional Development Checklist

Equity and Inclusion

☐ Including Students With Disabilities

This course equips 21st CCLC practitioners with strategies they need to build an inclusive environment, one where all students feel welcome and engaged, including students with disabilities.

Average time to complete: 5-7 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Advanced, Leadership

Notes: _____

☐ Supporting English Learners

Here, 21st CCLC practitioners learn to create a safe, language-rich, culturally responsive learning environment for English learners. The course introduces strategies that promote language acquisition, build student confidence, and connect to home cultures and the school day.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Trauma-Informed Care (Microlearning)

Learn about the signs of childhood trauma and the impact it can have on lifelong learning and health, and explore the role of a 21st CCLC practitioner in the life of a child experiencing trauma. This Click & Go offers valuable background, insights and strategies for helping students.

Average time to complete: 1 hour

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: N/A

Notes: _____



Y4Y Professional Development Checklist

Learning Environment

☐ Creating a Positive Learning Environment

Walk through ways to create and sustain an environment where students, their families and program staff feel safe and supported. Done well, this will translate to increased engagement.

Average time to complete: 5-7 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Advanced, Leadership

Notes: _____

☐ Social and Emotional Learning

This course equips 21st CCLC practitioners with knowledge and strategies to support social and emotional learning throughout all program aspects to holistically meet student needs.

Average time to complete: 7-10 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Basic, Advanced, Leadership

Notes: _____

☐ Student Voice and Choice

The feeling of being heard is at the heart of true student engagement. This course provides tools and tips to help you prepare program staff, capture student voice and use your new data to implement programming that honors student choice.

Average time to complete: 5-7 hours

Who should take it: Program Directors, Site Coordinators, Frontline Staff

Certificates provided: Advanced, Leadership

Notes: _____